

RECORDS INFORMATION MANAGEMENT OFFICERS (RIMO) TEAM

The RIMO team is composed of Reclamation's Records Officers (Denver Office, Each Regional Office, and the Washington Office). The RIMO Team:

- Ensures correct records-keeping practices in accordance with Reclamation's approved records schedules.
- Develops policy pertaining to Records, regardless of media [paper form; microfiche form (aperture cards for engineer drawings), photographs (prints, negatives, and slides); and those in electronic form (data bases, backups, E-mail, etc.).
- Interfaces with functional activities and secures buy-in prior to changes and publication of the Information Management Handbook Volumes I, II, III, and IV.
- Publishes new policy pertaining to records and information management, e.g., e-mail as official records, the 120-day e-mail deletion policy (Groupwise), and digital photography, etc.

RIMO TEAM COMPOSITION

REGION

- 1 Brenda Fralish--Pacific Northwest (PN) Region**
- 2 Tim Lawson--Mid Pacific (MP) Region**
- 3 Terry McNutt--Lower Colorado (LC) Region**
- 4 Gloria Van Noy--Upper Colorado (UC) Region**
- 6 Mary Rodriguez--Great Plains (GP) Region**
- 8 Valerie Nordstrom, Neta Townsend, Roy Wingate, Carmen Lavelle, Regina Magno, James Judd, and Gary Palmeter--Denver**
- 9 Anita Atkins--Commissioner's Office in Washington D.C.**